

STANDARD FORM NO. 64

**SECRET****Office Memorandum • UNITED STATES GOVERNMENT****TO :** Chief, Intelligence School**DATE:** 4 June 1957**FROM :** Chief, Administrative Training**SUBJECT:** Weekly Report No. 23, 28 May - 4 June 1957

1. Operations Support #26 was completed on 31 May. 25X1
2. Budget and Finance Procedures #2 was completed on 29 May.
3. Administrative Procedures #73 commenced on 3 June with a first week's enrollment of [ ] students. 25X1
4. [ ] spoke to the Operations Support group. This was his first lecture in Operations Support and student critiques showed a favorable response to his presentation. 25X1
5. The possibility of transferring the unclassified portion of the Administrative Procedures subject matter to the clerical pool is being considered by [ ] This was suggested after a study of students taking this training. During the period from January 1956 to March 1957, [ ] students have taken Administrative Procedures. Only [ ] students were from the DD/S and DD/I components. This indicates that in a year's time 80% of the students taking these subjects have been DD/P. 25X1
6. [ ] reviewed the film "THE MAN WHO NEVER WAS" for possible use in the tradecraft portion of Operations Support. 25X1
7. [ ] who joined our Branch as a Training Assistant on 23 April, has completed Operations Support and reported in for her duties in this office. 25X1
8. [ ] is on two weeks military leave. 25X1

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